

SPRINGFIELD CONVENT SCHOOL

TERMS AND CONDITIONS FOR PAYMENT OF SCHOOL FEES

1. PLACEMENT FEE

When application is made to enrol new pupils, we shall give parents written confirmation of acceptance of the pupil. This acceptance will only take effect on receipt of the required Placement Fee. *This is a non-refundable fee.*

2. ACCOUNTS

Accounts for School Fees, Art, Music and any other charges, are payable **in advance** and are invoiced in the preceding term. Kindly note, that due to the prohibitive cost of postage, statements will either be sent via email or be sent home with pupils during the last week of term unless special instructions have been received by the Account's office.

If for any reason you do not receive an account, please contact the Account's Office, telephone 021 797 5459, within the first three days of the term between the hours of 08h00 and 16h00. Please inform the Account's office of any change of address or contact details for accounts. Notification for discontinuation of music, art or other extras must be sent to the accounts office in addition to the relevant department / teacher.

3. PAYMENTS

All fees **are payable in advance** at the beginning of each year / term or in equal monthly instalments starting in December and ending in November. Details of these payment options are reflected on the fee list.

3.1 Fees are payable by :

3.1.1 **Cheque:** All cheques are to be made payable to : **SPRINGFIELD CONVENT SCHOOL**
Payments should be mailed to : **PO Box 18139, Wynberg, 7824**

Post-dated cheques are acceptable provided the **POST-DATING IS POINTED OUT TO US** at the time the cheque is given to us. If not, the bank charge for early deposit of post-dated cheques will be debited to your account.

3.1.2 **Internet Transfer:** Payments should be made into the bank account referred to in clause 3.3 below.

3.1.3 **Cash Deposit :** This should be done at any FNB branch into the bank account referred to in clause 3.3 below. Deposit slips may be collected from this office or written up at the bank. **Please ensure that your daughter's reference number appears on our bank statement.** We also ask that a copy of the deposit slip is either faxed to us at 021 797 8776 or forwarded to the accounts office via our administrative offices.

3.3 **Banking details :**

Beneficiary:	Springfield Convent School
Bank:	First National Bank
Account number:	501 600 36635
Branch number:	201109
Branch:	Plumstead

3.4 In the interests of security, this office does **NOT ACCEPT CASH PAYMENTS.**

3.5 We wish to point out to parents that it is their obligation to ensure that proof of payment is obtained by the Account's Office.

3.6 In the case of a divorce, irrespective of the divorce agreement, both parents will be held responsible for the fees.

4. SNR SCHOOL ART / MUSIC

When Art and/or Music are taken as subject(s), the additional fees will be charged. Please make sure that you know what these fees are so that you can budget accordingly.

5. NON-PAYMENT

5.1 Where fees are outstanding, school reports will be withheld and parents will be requested to keep pupils at home until payment is made. However, we acknowledge that financial problems do arise from time to time. If this should happen, please contact the Financial Manager and inform her of the position so to arrange for an alternate payment plan to be set up.

5.2 Accounts that are continually ignored shall be handed over to our lawyers for collection.

5.3 Cheques that are returned by the bank must be rectified immediately by the parent, failing which the matter shall be handed over to our lawyers. We reserve the right to refuse personal cheques from defaulters, and in such cases will accept only bank guaranteed cheques in payment of School Fees. Any bank charges incurred by Springfield will be recovered from the defaulting parent.

5.4 Extras such as Music, Sport and Choir cannot be continued if fees are not paid promptly. Monies received will first be allocated to the payment of School Fees, and then to extras such as Music and Sport.

6. ALTERATIONS IN PAYMENT OPTIONS OR FEES

6.1 The School may bring into effect from time to time any substitution, modification or addition to the fee payment options and fee structure of the School, the details of which will be communicated to you.

6.2 The parent will be liable to pay in the event of any increase in fees, subscriptions charged or other levies which the School is charged for during the course of the School year.

7. WITHDRAWAL OF PUPIL

We require a **full term's notice in writing**, before the discontinuation of extra subjects or the withdrawal of children from the school. Failure to do so will involve payment of a full term's fees in lieu of notice.

THIS IS IN ACCORDANCE WITH SCHOOL POLICY AND WILL NOT BE WAIVED UNDER ANY CIRCUMSTANCES.

**Should you have any further queries regarding fees, please contact the Account's Office
at 021 797 5459 or Fax 021 797 8776 between 08h00 and 16h00.**